



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Deputy Building Official
Class Code Number	

General Statement of Duties

Manages, coordinates, and supervises the daily operations of the Building Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage, coordinate, and supervise the daily operations of the Building Division of the Public Works/Building Department. The work is performed under the direction of the department head, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over assigned division personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and at various construction sites.

Examples of Essential Work (Illustrative Only)

- Manages, coordinates, and supervises the daily operations of the Building Division, including public counter activities, issuance of building permits, scheduling and overseeing inspections, and assessing and resolving complex permit, code and procedural questions and problems;
- Oversees and maintains quality control of the Permit Tracking Program and Automated Permit Tracking System;
- Reviews building plans and specifications for compliance with adopted building codes, ordinances, laws, and regulations, including conferring with contractors regarding related installations or deficiencies;
- Monitors and implements changes in uniform code requirements and construction techniques;

- Enforces housing codes and abatement of dangerous buildings, including issuing and authorizing “Stop Work” orders and “Unsafe for Occupancy” notices, addressing complaints, scheduling inspections related to code enforcement, and following up on abatements;
- Serves as acting department head for areas of assignment in the department head's absence, including attending various meetings;
- Participates in the development and implementation of goals, objectives, policies and procedures and makes recommendations for changes and improvements to existing standards, policies, and procedures;
- Participates in the preparation and administration of the Division budget, including submitting budget recommendations and monitoring expenditures;
- Participates in the recruitment and selection of, and trains and supervises staff to implement goals, objectives, and functions of assigned Divisions, including motivating and evaluating personnel, coordinating staff training, participating with staff in correcting deficiencies, and recommending and implementing disciplinary actions;
- Acts as the City’s representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public; and making public presentations;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of applicable Federal, State, and local building related codes, laws, regulations, and ordinances enforced by the city, including Uniform Building, Electrical, Plumbing, Mechanical Codes, state laws, local zoning ordinances, occupancy/health/safety codes, all ICBO and California Codes;
- Thorough knowledge of construction plans, materials, methods, and safety standards;
- Thorough knowledge of enforcement procedures of uniform codes and local ordinances;
- Thorough knowledge of municipal budget preparation and control;
- Thorough knowledge of the principles of supervision, management, training, and performance evaluation;
- Ability to understand and interpret plans and specifications;
- Ability to participate in the administration and direction of a comprehensive building inspection program;
- Ability to interpret and enforce uniform codes and local ordinances;
- Ability to participate in the preparation and administration of assigned budgets;
- Ability to implement management, training, and supervisory principles and techniques;
- Ability to conduct performance evaluations;
- Ability to communicate effectively with others, both orally and in writing, using both technical

- and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in pre-engineering, Construction Technology, Planning, or a related field; and
- Considerable (four to six years) construction and building inspection experience, including at least two years of supervisory experience.

Required Special Qualifications

- Valid Class C California State Driver's license.
- Building Inspector Certification.
- Plans Examiner Certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and at various construction sites.